



Documentation of Contract Quantities
Class Registration Request
Class / Consultants Only

☐ Mr. ☐ Ms. ☐ Mrs.

COMPLETE LEGAL NAME

[illegible]

Last Name

[illegible]

First Name

[illegible]

Full Middle Name

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Date of Birth (REQUIRED)

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Documentation Certificate Number (if applicable)

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Email Address (optional *but preferred*)

Legal Name of Employer

Address	City	State	Postal Code
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Address

City

State

Postal Code

Phone Number

Phone Number

- -
Fax Number

Fax Number

Note: Requests received prior to the registration date will be rejected.

Start Date

Start Date

Class Location

Class Location

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If no spaces are available please place me on the waiting list for this event.

☐ Registered

Date/Time Received:

Notes:

☐ Rejected

Processed By:

☐ Waiting List

Registration Instructions For Documentation of Contract Quantities Class

This registration form should be used to request registration for Documentation class. A separate form is required for each individual requesting registration. Requests with incomplete or inaccurate information will not be processed. A date of birth is required.

REGISTRATION REQUESTS FOR CLASS WILL NOT BE ACCEPTED PRIOR TO THE REGISTRATION DATES POSTED ON OUR WEB SITE AT

<http://www.dot.il.gov/contractquantities/registration.html>

CONSULTANTS

Consultant registration is on a first-come, first served basis until class capacity is reached so requests in writing are required. A 'Documentation of Contract Quantities Class Registration Request – Consultants Only' form is required for each individual requesting registration. Consultant registration requests will only be accepted by the Central Bureau of Construction. Requests by phone and requests made prior to the posted registration dates will not be accepted.

- Fax to 217.524.4922, Attn: Documentation Registration

Or

- Email to cbctraining@dot.il.gov

LOCAL AGENCY PERSONNEL

Local Agency personnel must register by submitting a 'Technology Transfer Training Program Enrollment Form' available at <http://www.dot.il.gov/blr/training.html> The Technology Transfer Center will not accept requests for consultant registration.

CONFIRMATION

Individuals will receive a confirmation letter within 10 business days. If the class is full and you were not registered, we will send you notification so that you may request registration for a different event.

WAITING LISTS

WAITING LISTS ARE NOT OPEN UNTIL REGISTRATION BEGINS FOR EACH EVENT. Individuals will receive confirmation of being placed on a waiting list within 10 business days and will only be notified if a space becomes available. Waiting lists do not transfer – they are for specific events only.

Following the proper registration procedure is essential as instructors cannot admit students to class that are not on the roster.
NO EXCEPTIONS WILL BE MADE.